



Elk Grove Community Services District  
Department of Parks and Recreation  
8820 Elk Grove Blvd., Ste. #3, Elk Grove, CA 95624  
Phone (916) 685-3917 • Fax (916) 685-6942

## Class Proposal

Class Title: \_\_\_\_\_ Level: \_\_\_\_ Beg. \_\_\_\_ Int. \_\_\_\_ Adv.

Instructor: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Class description: (Limit three to five sentences)

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Participant Ages: \_\_\_\_\_ Number of Participants: Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

### Class Scheduling

1. Class meets... \_\_\_\_\_ One day workshop  
\_\_\_\_\_ Once a week for (1 2 3 4 5 6 7 8 9 10 11 12) weeks  
\_\_\_\_\_ Twice a week for (1 2 3 4 5 6 7 8 9 10 11 12) weeks  
\_\_\_\_\_ Other: \_\_\_\_\_

2. Length of class (hours): \_\_\_\_\_

3. Day(s) of class: *(Please number your choices 1-3; #1 being your first choice)*

\_\_\_\_\_ Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat

4. Preferred time: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

5. Would like to begin offering class : \_\_\_\_\_ Winter/Spring (January-May)  
\_\_\_\_\_ Summer (June-August)  
\_\_\_\_\_ Fall (September-December)

(over)

**Facility Requirements** (chairs, tables, desks, chalkboard, running water, electrical outlets, etc...)

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**Special Instructions**

Special Instructions for participants (what to bring, what to wear, etc...) \_\_\_\_\_

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Can supplies/uniforms be purchased from instructor? \_\_\_\_\_ yes \_\_\_\_\_ no

If not, where can they be purchased? \_\_\_\_\_

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Estimated cost for books, supplies, uniforms, photographs, etc... \$ \_\_\_\_\_/student

If class is intermediate or advanced level, what experience is needed to participate? \_\_\_\_\_

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**Class Fee**

*The percentage split is 65% of registration fees to Contractor and 35% to the Department.*

If you don't already have a class fee structure designed, please list the amount you expect to make per hour:  
\$ \_\_\_\_\_.

***Please return to:***

***Kelly Crowder***

*Elk Grove CSD Parks and Recreation*

*8820 Elk Grove Blvd., Ste. #3*

*Elk Grove, CA 95624*

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